



MEETING MINUTES

Tuesday November 26, 2024

I. Call To Order

Mr. Dumars called the Board meeting to order at 7:59 AM on November 26, 2024 at 3333 Forest Hill Blvd., West Palm Beach, FL and virtually on the Zoom platform

II. Roll Call

Board Members present were Paul Dumars, Phyllis Choy, and Digna Mejia

Other attendees present were CEO Carol Jones-Gilbert, CFO Tad Fuller, COO Cheryl Lewis, CDO Tammy McDonald, HCVP Director Carlisa Thomas, Deputy HCVP Director Yvette Bemby, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, YouthBuild Program Manager Stephanie David, Director of Procurement Jim Kijek, Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HR Manager Josselyn Swindell, Quality Control Manager Nicole Aiken, Legal Counsel Kaye-Ann Baxter, Lexitas Stenographer Sierra Panisello, and COO Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap

III. Approval of Agenda

Ms. Mejia motioned to approve the agenda. Ms. Choy seconded the motion. All were in favor.

IV. Approval of Minutes (October 22, 2024)

Ms. Mejia motioned to approve the minutes. Ms. Choy seconded the motion. All were in favor.

V. Public Comment

No members of the public were present.

VI. Report of the CEO

Ms. Jones-Gilbert reported on the following:

A. HUD Updates

1. On November 1st, HUD issued a proposed rule changing how the Public Housing Assessment System (PHAS) would be assessed. There were changes to the weighing indicator and to the timeline for agencies to submit corrective actions.
2. On November 5th, the agency received a notice of shortfall for the HCVP department. This means that the agency had more reserves than needed, therefore HUD took money to give to other authorities. This current shortfall is a way to get back the money that the agency needs. The agency applied for and received \$840,471.00 back of the recaptured money on November 18th.
3. On November 6th, HUD OIG issued a report highlighting eight challenges within HUD (fraud recovery, improving IT, oversight of grants, procurement). This signals that HUD has internal challenges as well.
4. On November 22nd, HUD announced that the new HUD secretary will be Scott

Turner.

5. On November 21st, the agency held its Annual Plan Kickoff meeting.

B. Trainings and Events

1. Ms. Jones-Gilbert attended the Spruce Groundbreaking in the historic Northwood District on November 6th. Ms. Jones-Gilbert sits on the Affordable Housing Advisory Committee for the City of West Palm Beach. The City of West Palm Beach continues to lead the county in building affordable housing in Palm County.
2. On November 13th, the agency closed on the two eminent domain properties related to the FDOT I-95 Widening Project. The agency received \$451,430.00 for the sale. PBCHA is eligible and will apply for up to \$25,000.00 to reestablish the business within a year.
3. Ms. Jones-Gilbert attended the Council of Large Public Housing Authorities (CLPHA) Fall 2024 Meeting on November 14th-15th. The HUD Secretary, Assistant Secretary, and all HUD department heads were there in person and advised on upcoming changes. She was able to interact with key HUD staff and heard of AI uses for client management. Ms. McDonald worked very hard to get an appointment for Ms. Jones-Gilbert to see U.S. Representative Lois Frankel to talk about the Legacy Project. Her efforts were successful and on November 20th, Ms. Frankel sent a letter of support directly to HUD for the agency's PRICE Grant application.
4. On November 20th, Ms. Jones-Gilbert did a presentation geared around senior housing at the Jupiter-Tequesta-Hobe Sound Association of Realtors (JTHS). JTHS will give all 98 Drexel residents a \$25.00 gift card at their holiday party to be held on December 18th.
5. On November 25th, Ms. Jones-Gilbert and Ms. McDonald attended the Bond Allocation Workshop (\$250 million housing bond). The county is still trying to cap the bonds at 15%. The agency proposed no less than 25%. A white paper was presented and other housing authorities spoke as well.
6. SEMAP Certification for the HCV Program is due on November 29th. The agency plans to certify as "Standard". Ms. Jones-Gilbert gave a shout out to the staff for getting the recertifications and PIC reporting up.
7. On December 5th, a CoC Build Grant application is due. The county reached out to the agency to apply so that the LaQuinta on Okeechobee could be purchased for senior housing. A property manager would be needed.

VII. Financial Report

A. Training and Events

Mr. Fuller reported that he attended a state HOPWA conference in Tampa on November 14th. He presented information on the agency's HOPWA program and asked for more money (previously averaged 230 clients with \$900.00 per month for rent, now averaging 212 at \$1,300 for rent).

The department is working on closing out the Fiscal Year September 30th. The agency was granted an extension for the unaudited FDS for filing by December 30th.

B. Financials

1. Cash Balances reflect some annual fees (insurances \$800,000.00, PILOT at \$120,000.00, garbage assessment is normally \$115,000.00). Usually in December and January, \$1.3 million goes out the door in cash.

2. Restricted Cash for Voucher Program: HCVP move and rent increase requests, interims, and new lease ups are being reflected in the department being \$1million short in restricted cash.
3. Unit Months Available: will take a dip Nov- Jan because of payments coming out. The agency needs to look at other ways to increase cash. Management of other properties will be separated out and will show a development fund separate from management fund.
4. Resident Services: The department is on the last couple of months of the FSS grant. Mr. Fuller gave kudos to the FSS/Resident Services staff for effective money management. It looks like there won't be much if any money being given back. Jobs Plus is going well. For ROSS, the agency received payment in June and is current.

VIII. Development Report

A. Opportunities:

Ms. McDonald reported that last month after the visitation from Mr. Walesky and Mr. Finnie, they got county approval for their proposals. The agency will be joining the Gold Coast Builders Association as it is advantageous for future projects.

B. Capital Improvement:

Mr. Delenda reported that there is another round of testing for the Health Hazards Grant and he is confident it will go well. Ms. McDonald added that they are about 50% of the way with testing and mitigation at Seminole. Minor tweaks need to be done but the agency is obligating close to 90% of that grant soon.

Ms. Choy asked when the agency would have a better sense for the project (LaQuinta) outcome. Ms. McDonald responded that the NOFO goes in on December 5th to HUD, and the agency would not start receiving any funding for several months. Rehabbing would be required, but work would not start until well after the notice of award.

IX. Procurement

Mr. Kijek Reported on the kitchen and baths, exterior paints. He is working along with Mr. Delenda to control costs. The auctioneer service solicitation (Brighten) will be completed as soon as possible. Some firms are eager to compete on this. Ms. McDonald added that the agency has also been talking with the City of Boynton Beach regarding the land as well.

Mr. Kijek also spoke about upcoming solicitations.

X. Assisted Housing

A. LIPH

Ms. Wilson reported that for occupancy, the average is at 98.5% and Banyan it at 100%. Drexel and Dyson each have one vacant. Schall has three. Six total units are offline with HUD (fire unit, temp unit for Cap funds, extensive repairs).

Rent Collections: Public Housing averaged 96.1%, Banyan 99.3%, Schall collected 100%.

PIC Reporting: Over 99% reporting on recerts.

Work Orders: 100% on time work order performance except for Seminole and Scattered Sites (maintenance tech was off).

Ms. Jones-Gilbert added that to be at 98% occupancy and 96% rent collection is unheard of, so kudos to the staff for this accomplishment.

B. HCVP

Ms. Thomas reported that there was an error on the report. The Tenant Based Vouchers Unit Months Leased was stated as 2,137 but is actually 1,837 which results in 80% UML. The 3,309 for Total Vouchers should be 3,009 resulting in utilization of 88.1%. Staff is diligently working on processing recerts and increasing the PIC reporting percentage.

C. Resident Services

1. Mr. Parks reported that Quarterly Reports for Jobs Plus program have been submitted to HUD. The DOL for the YouthBuild Program has also submitted all necessary reports.
2. The FSS program graduated 7 participants. The total escrow awarded to the graduates was \$185,724.00. Four plan to buy a house. The FSS renewal application has been submitted for next year. A Job Fair was hosted. Seven employers with 30 residents participated.
3. YouthBuild Program has a major issue. 80% of the youth participating are homeless. Ms. Jones-Gilbert proposes making a change in the Admin Plan to set YouthBuild as a preference.

Ms. Choy advised that she was at an event recently at the Lord's Place where women discussed that their biggest obstacle was transportation needed to find work so that they could get out of their situation.

Ms. Mejia asked how the agency could help the YouthBuild participants. Ms. Jones-Gilbert has a monthly luncheon with the participants and is aware of many issues and concerns. The agency is thinking outside the box for ways to support them.

4. About 150 turkeys were donated to the department which staff delivered to the Public Housing sites, keeping twenty for agency employees.

XI. Closed Session

The Board moved into a closed session to discuss pending legal items, then re-entered into an open session.

XII. Adjournment

Ms. Choy motioned to adjourn the meeting. Ms. Mejia seconded the motion. All were in favor. Mr. Dumars adjourned the meeting at 9:23 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its December 17, 2024 meeting